

WYOMING DEPARTMENT OF EDUCATION

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WDE670: WISE Graduate and Completer Statistics

# Data Collection Guidebook

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## Introduction

*The WDE670 collects statistics on students that have graduated or are considered completers within the entire school year.*

**T**his guidebook serves as the definitive instruction set for the data contained within the WDE670 Data Collection.

**School Districts are required to submit a variety of data collections each year.** The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress, No Child Left Behind indicators, and special education programs.

## WDE670 Authority



The information collected from the WDE670 is necessary for reporting at both the state and federal levels. Specifically, dropout statistics are utilized in the graduation rate calculation, which is an indicator for the No Child Left Behind (NCLB) legislation.

## Publication and Uses

The counts of Completers and Diploma Recipients are published in the Statistical Report Series #3: <http://www.k12.wy.us/statistics/stat3.aspx>

Graduation Rate is used as an indicator for Adequate Yearly Progress (AYP) determinations.

# Instructions

The WDE670 is the official collection for Graduate and Completer information. This data is used for a variety of statewide reports, including AYP Determinations. Due to the impact the data have on school districts, please ensure adequate time to complete the collection and review for accuracy.

## **State Report Manager (SRM)**

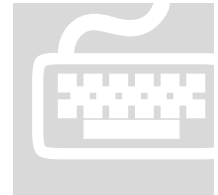
Each school district has one SRM contact person. This person knows the unique URL, username, and password. It will be necessary to work together to submit data.

## **Data Compilation and Upload**

Prior to submission, each district must compile their data. Data will be entered in to a spreadsheet file that includes the appropriate data elements for the WDE670 collection. The data elements can be found on the WISE website: <https://www.k12.wy.us/wise/>. The Data Element document contains definitions of each required element, accepted values, and the proper layout. Once compiled, the spreadsheet must be saved as a Comma Separated Value file (.CSV).

At this time, the district SRM user will upload this file into the SRM.

- Once logged-in to the secure website, the user will click the on the orange “New Trial” button.
- In the next screen, click the “Browse” button and locate the CSV file.
- Then click “Import” to upload the file.
- While the file is uploaded, the SRM checks the data for errors.



## **Errors in Data**

There are two levels of alerts within the SRM, Warnings and Errors. A Warning is a cautionary notification. Errors are fatal exceptions and the file cannot be submitted. The SRM provides these errors in and attempt to provide cleaner data to WDE and the school districts. Any errors must be corrected before the SRM will allow the user to send the file to WDE. The user must make corrections in their Student Information System, and in the CSV file, and upload a corrected version.

## Send to WDE

Once all errors have been corrected and warnings have been reviewed, the user is ready to send the data to WDE. The “Send to WDE” button will turn blue. After clicking the “Send to WDE” button, the trial report page will list “**Report Sent to Report Authority**” as the Send Status. This is the confirmation that your data was delivered to WDE.



## Downloading Data and Reports

The submitted files can be downloaded from the SRM. One copy should always be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise with the Data Collection Steward.

The SRM has the ability to generate several reports from the submitted data files. From the SRM main menu:

- Click on the “Sent Trial” link for the WDE670.
- Click on the “Reports” link on the right side of the window that corresponds with the Submitted data.
- All available reports are listed on the right side of the window. Click the desired report.
- If your report is PDF format, it will open in a new browser window. Click “File” and “Save As” to save to your computer.
- If your report is MS Excel format, a dialog box will provide a choice to “Save” or “Open”.
- Please keep at least one copy of each report in a secure location.

## Collection Schedule

**Collection Window:**  
**06/19/2009 – 07/02/2009**

**The WDE670 is due by 5pm on July 2, 2009.**

It is highly recommended that each school district load data by Tuesday, June 30, 2009. This will ensure that data can be validated and Errors can be corrected before the due date.

School district personnel may upload data and submit files at any time on any day of the collection window.

## Definitions

A “Graduate” is defined as a student who graduated with a diploma during the 2008-09 school year or previous summer school session.

A “Completer” is a student who received a certificate of attendance or other certification in lieu of a diploma during the 2008-09 school year or previous summer school session.

### **Codes for**

### **Graduation Award**

GD - Graduated with diploma

OC - Other completer

GED recipients are not to be reported in this collection. They should be reported on WDE607 – WISE Dropout Statistics collection in the fall.

State Scholarship is defined as one that is limited to a specific college or colleges OR limited to graduates in a given school district or within the state of Wyoming. This includes all levels of the Hathaway Scholarship.

National Scholarship is defined as one that is applicable to any college AND eligibility is not based on geographic location of the student’s residence.

## **Frequently Asked Questions**

### **IS STUDENT LEVEL DATA MANDATORY?**

Yes. Student-level data is required by all school districts.

### **WHERE CAN I FIND MORE INFORMATION ON THE DATA ELEMENTS WITHIN THIS COLLECTION?**

<http://www.k12.wy.us/wise/>

### **DO I ENTER A GRADUATION DATE FOR A STUDENT WHO WAS AN “OTHER COMPLETER”?**

No. Only enter a graduation date (StudentGraduationDate) if the student was a diploma recipient.

### **SHOULD FOREIGN EXCHANGE STUDENTS BE INCLUDED?**

No. Foreign exchange students should not be included on this report.

### **WHOM DO I CONTACT REGARDING CONTENT QUESTIONS?**

Leslie Zimmerschied - 307-777-8751 or [lzimme@educ.state.wy.us](mailto:lzimme@educ.state.wy.us)



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